



## CALIFORNIA WING OPERATING INSTRUCTION 38

1 May 2011

### Operations - Property Management

### MISSION MANAGEMENT KITS

#### Purpose

CAP Regulation 174-1 para 2-15 outlines the requirements of issuing expendable and non-expendable property. This Operating Instruction documents the equipment checkout and issue procedures for the Mission Management Kits owned by California Wing.

#### Policy

1. Each Mission Management Kit ("MM Kit") is a CAWG asset but is assigned to a host unit to manage, maintain and make available for missions, exercises or activities on behalf of the Wing.
2. The following individuals are the only ones who may authorize use of the Mission Management Kits: CAWG/CC, CAWG/DO, CAWG/DOR, CAWG/DORX, CAWG/DOM or any Incident Commander (IC).
3. Project Officers are encouraged to utilize these kits during exercises to facilitate training and familiarization. Please budget sufficient flight hours to transport the kits to and from the exercise from the nearest host unit.
4. Each MM Kit will be secured to prevent theft.
5. Monthly, the individual workstations in each MM Kit will be updated with current operating system updates, security patches, IMU3 software updates and the current CAWG IMU database. The host unit will report compliance each month to CAWG/DORX via e-mail.
6. CAPF 37 Temporary Issue Receipt will be completed every time a kit is issued and for subsequent transfers of responsibility until the kit is returned - an ORMS entry is not required (CAPR 174-1 para 2-3.a).
7. When a MM Kit is returned the host unit POC will archive mission/exercise related documents and inventory and replace consumables. Missing/damaged components will be reported to CAWG/DORX immediately.

#### Procedures

1. Individuals with a need to use a Mission Management Kit will contact the Point of Contact (POC) for the MM Kit to make a request. Requests for use of the kit for an exercise should be made at least two weeks in advance.
  - NorCal [KSAC]: Sacramento Executive Airport @ SQ14 (CA-151)  
2d Lt Harold Feinberg: (916) 397-0672  
1st Lt Jim Kapphahn: (916) 508-8308
  - SoCal [KFUL]: Fullerton Municipal Airport @ SQ40 (CA-434)  
Capt Bryan LaPlante: (949) 637-6414  
Maj Frank Bennett: (949) 637-4312
2. The POC (if possible) will be physically present to issue the kit to the user. The POC and requester will inventory the kit contents and the person taking custody of the kit will sign a CAPF 37 Temporary Issue Receipt. By signing, the user accepts financial responsibility for replacing any items which are lost or damaged. Additional CAPF 37's (included in the kit) will be completed for subsequent transfers of responsibility until the kit is returned to the POC. These additional Form 37's should remain with the MM Kit and a copy made for the persons transferring and accepting responsibility.
3. When the kit is returned to the host unit, the POC will note the return date on the CAPF 37 and file it with the MM Kit documentation until the retention period expires.

4. Artifacts (documents, files, etc.) from the mission will be archived per direction of the IC. Such artifacts will then be permanently deleted or the workstation hard drives re-imaged.
5. Each kit will be inventoried to ensure all components are returned and that consumables (ink cartridges, toner, paper, supplies) are refreshed and charged to the mission via CAPF 108 or to the unit hosting the activity it was used for. Ink cartridges shall be replaced after every mission as the ink tends to dry out between uses. Toner cartridges shall be replaced when the first cartridge has been used up and the second (spare) cartridge has been opened.